

Guidelines for Dealing with Threatening Behavior and Violence in the Workplace

As managing members of the University of Minnesota campus community we have a special interest in preventing threatening and violent behaviors in the workplace. It is important to ensure an environment that does not allow intimidation, threats, or violence.

Despite best efforts, we know there is also a need to be prepared to act when such behaviors occur or appear likely to occur. Toward that end the following are recommended guidelines for all employees and managers.

1. Any individual should call the Crookston Police Department at 281-3111 or 9-911 for police assistance if he or she observes violence-taking place or feels there may be an immediate threat to someone's safety.
2. All faculty, staff, and student workers should immediately communicate to an administrator/supervisor any knowledge of violence or threat related behaviors including possession of a weapon in the workplace.
3. Administrators and supervisors should call 281-3111, or 9-911 or if they feel there is an emerging potential threat to someone's safety.
4. A concerned employee or manager may also call (612) 625-2000 (University of Minnesota Twin Cities Threat Assessment Group). If you call the Twin Cities Threat Assessment Group, follow the recorded instructions to get assistance. The Threat Assessment Group is made up of University mental health and law enforcement professionals. One of these persons will contact the caller to help decide what actions are needed. **Callers not being reached quickly enough by the Group, or needing advice after regular hours, should call 281-3111 or 9-911.**

Individuals who have questions or need clarification regarding University of Minnesota policies or procedures regarding threatening behavior or violence in the workplace are encouraged to contact Jim Meland, Faculty and Academic Staff Assistance Program, at (612) 625-4073 or Les Johnson, UMC Director of Human Resources at 281-8345. Other violence prevention resources available to you include the following:

- Minnesota Department of Children, Families and Learning, Office of Drug Policy and Violence Prevention, 350 Cedar Street, Suite 409, St. Paul, MN 55101-2273. Telephone: 1-800-672-9563. www.mnpeace.state.mn.us
- University of Minnesota Employee Assistance Program. Telephone: (612) 626-0253. www.umn.edu/ohr/eap
- University of Minnesota Faculty and Academic Staff Assistance Program. Telephone number (612) 625-4073
- University of Minnesota Human Resource Training and Development. Telephone number (612) 624-6550
- University of Minnesota Office of Disability Services. Telephone number (612) 624-4037
- University of Minnesota Office of Equal Opportunity and Affirmative Action. Telephone number (612) 624-9547
- University of Minnesota Office of the General Council. Telephone number (612) 624-4100
- University of Minnesota Grievance Officer (612) 624-1030